

**RIVER VALE AT HOLIDAY FARM**  
**TOWNHOUSE SECTION**  
**Meeting Minutes – October 25, 2017**

<b>Board of Directors Present:</b>	<b>Scott Gallagher</b>	<b>President</b>
	<b>Florence Morgenstein</b>	<b>Secretary</b>
	<b>Darlene Palmer</b>	<b>Director</b>
	<b>Lyn Gruber</b>	<b>Director</b>

**Board of Directors Absent:**            **None**

<b>Preferred Management Inc.:</b>	<b>Stuart Smith</b>	<b>Property Manager</b>
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**Meeting called to order at 7:35 P.M.**

**Approval of September Meeting Minutes by Scott and Darlene**

**1. Sales:**

- None

**2. Landscaping/Irrigation:**

- In October, High Sierra should be on the property weekly. November some landscapers will service every other week and only once in December.
- As per the report last month the board needs to decide on the renewal of for landscaping services as our snow/landscaping contract will end this November;
  - i. High Sierra Landscaping    \$ 59,427 yr.    \$ 4,952 mo.
  - ii. Florio Landscaping            \$ 57,600 yr.    \$ 4,800 mo.
  - iii. Sharpest Edge Landscape. \$ 70,800 yr.    \$ 5,900 mo.

**3. Superintendent:**

- Anthony has been working on the property, completing normal maintenance issues which include litter, dumpster, lights, gutters, distributing flyers and notices, tennis court., working with vendors and miscellaneous maintenance issues. Also he has started to remove/recondition (including painting) all the “carriage” style front entrance lights for each unit.
- Anthony to clean carport 31-41.

**4. Financials:**

- September financials were mailed to Board on 10/14/2017
- As of 9/30/17 Total Cash on Hand \$363,531.00
  - i. Operating Cash Balance: \$11,777.69
  - ii. Reserve: \$351,753.82

**5. Resolution for 3 Month Working Capital Contribution**

- Explanation letter to be sent next month informing all owners on the charge to closings.

**6. Asphalt Work:**

- Project completed at of 10/25 – all spots completed.
- Manor house stripped 10/13

**7. Miscellaneous:**

- Need end of year meeting with Mid-Rise
  - i. Stuart to call Wilkins re: thanks for payment and meeting.
- Letter to PSE&G
  - i. Another light flickering

**8. Correspondence & Unit Owner Matters:**

- **(#27 Liu)** Sent (2) correspondence for dog walking violations. Invited to come to the meeting to discuss improper dog walking. Any future issues regarding the improper dog walking are to be photographed and emailed to Management. Fines will continue.
- **(#102 Snir)** correspondence (2) letters for repair of screen door. Completed by Anthony. Owner charged \$100.00

Closed Session matters addressed at 8:15 P.M

**Next Meeting:           Friday, November 3, 2017 at 3:30 P.M. (Budget meeting at Preferred)**  
**Thursday, November 30, 2017 at 7:30 P.M. (Clubhouse)**